



OFFICE OF COURT ADMINISTRATION

David Slayton
Administrative Director

JOB VACANCY NOTICE

Posting Date: 11/18/14

Closing Date: Open until filled

Job Listing Identification Number: OCA-212-15-05

State Classification Number and Step: 0053/A05

State Job Title: Clerk I

FLSA Status: ☐ Exempt ☒ Non-Exempt

Agency Job Title: Research Clerk

Location: Austin, TX

Salary: \$10.00 hour

Type of Job: Hourly

Remarks:

Travel Required: ☐ Yes ☒ No

- Position is temporary and grant-funded. May work up to 40 hours per week.

Job Description:

Performs entry-level clerical work. Work involves compiling and tabulating data, checking documents for accuracy, organizing documents, and maintaining files. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Reviews data fields and
- Enters case information into a computer system.
- Compiles, organizes, and tabulates data.
- Maintains spreadsheets, files and reports.
- Accesses records remotely using Internet-based protocols.
- Reviews court case documents, as may be necessary.
- Performs related work as assigned.

Minimum Qualifications:

- Graduation from high school or GED.
- Proficiency in Microsoft Office Suite.

Preferred Qualifications:

- Bachelor degree.
- Clerical experience that includes customer service.
- Familiarity with legal procedures, terminology, and the court system.

Employment Conditions:

- Operate office equipment and computer systems.
- Subject to sitting, client/customer contact, standing, walking, vision to monitor, repetitive motion, stooping/kneeling, squatting, bending, and reaching to perform essential functions.

Send completed State of Texas Application for Employment to: Human Resources, Office of Court Administration, 205 W. 14th Street, Suite 600, Tom C. Clark Building, Austin, Texas 78701, fax to 512/463-1648 or email to ocajobs@txcourts.gov. State applications are available on the Internet at WorkinTexas.com. Resumes may accompany applications but will not be accepted in lieu of a completed application. Following a screening of applications, interviews of qualified applicants who have sent in a **completed state application** will be scheduled.

An applicant's response to the question regarding **Former Foster Youth** on the state application is **optional** if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an Equal Opportunity Employer and does not discriminate on the basis of race, national origin, sex, religion, age or disability in employment or the provision of services.

In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to Nancy Simmons, the Office of Court Administration's Human Resources Officer, at 512/936-1611.